

Employee Separation Guideline / Checklist – Resignation

Please ensure to complete the below listed activities before your Last working day (LWD) in consultation with your HR-Business Partner.

<u>Sr. No.</u>	<u>Activity</u>	<u>Timeline</u>	<u>Necessity</u>
1	Future communication details: Ensure correct details are updated against future communication details in ESS i.e. Address, Personal email ID and Contact number	While creating separation request	HRBP will be able to contact you over phone / email in future
2	Resignation Intimation letter: I. Check the details mentioned in 'Resignation Intimation letter' II. Take print out of 'Resignation Intimation letter' from ESS. III. Handover duly signed 'Resignation Intimation Letter' to your HR Business Partner	After creation of separation request	-
3	Exit Interview: Fill-up Exit Interview form available in your ESS before meeting your HR Business Partner (This is not applicable to Jio employees)	After creation of separation request	Your feedback will be a rich source of information for Organization improvements.
4	Approval of Resignation: I. Meet your Line manager and get your resignation approved in ESS II. Meet your Manager's Manager and get your resignation approved in ESS (Please ensure that you discuss your relieving date with your Manager and Manager's manager and get the mutually agreed relieving date approved by them through ESS)	Within 5 working days from separation request date Within 5 working days from line manager's approval date	To expedite separation formalities and settlement process
5	Dues clearances: I. Dues clearances will be triggered after Manager's Manager approval II. Get clearance from all the dues clearance agencies III. You can monitor dues clearances and check dues clearance agents name and email ID through your ESS->Personal Information-> Separation request->Click on status "In Process" (Status in "Green" indicates Action completed and Status in "Red" indicates Action pending)	Preferably 10 working days before last working day	To expediting separation formalities which will help in correct final settlement on time

Sr. No.	Activity	Timeline	Necessity
6	Retirals: <ol style="list-style-type: none"> UAN number to be activated in EPFO portal (if not yet done) PF transfer / withdrawal E-forms to be submitted to Retiral team Gratuity and Leave encashment declaration to be filled in ESS -> Payroll & Reimbursement -> Retiral / Transfers / PF withdrawal -> Gratuity / Leave encashment (If not yet done) Pension and Superannuation form (as applicable) to be submitted to Retiral team National Pension Scheme withdrawal guidance from Retiral team (as applicable) 	At the earliest	<p>For timely processing of Retiral dues</p> <p>In absence of Gratuity & Leave encashment declaration, income tax will be deducted from the entire Gratuity and Leave encashment payable at the time of the Full & Final Settlement</p>
7	Reimbursements: <ol style="list-style-type: none"> Unclaimed Choice pay and Other reimbursement claims to be submitted in ESS Path: ESS->Payroll & Reimb.->Reimbursement claims Unclaimed Travel claims to be submitted in ESS Path: ESS->Travel & GH->Travel Expense-Domestic & Overseas 	At the earliest	Unclaimed reimbursements can not be processed after full and final settlement is finalized
8	Income tax: <ol style="list-style-type: none"> Actual Investments to be declared along with Form 12BB (Section 80C, 80D, Interest on Housing loan, HRA etc.. as applicable) in ESS Path: ESS->Payroll & Reimb.->Income Tax declaration Vehicle Log book to be maintained in ESS (If applicable) Path : ESS-> Payroll & Reimb.->Vehicle Log book 	At the earliest	<p>To ensure correct Income tax deduction, you have to update all actual investments.</p> <p>In absence of vehicle log book entire fuel and maintenance amount will be taxable</p>
9	Benefits: <ol style="list-style-type: none"> Complete COV / CLV buyback (If applicable) Path: ESS-> Payroll & Reimb.->Company Vehicle SIM surrender or NOC to be obtained through ESS Path: ESS->Personal Information->Mobile Phone service 	At the earliest	<p>Delay in buy back will lead to delay in final settlement</p> <p>In absence of NOC, mobile no. will be discontinued within 1 week</p>
10	Attendance / Leave: Attendance and Leaves to be updated in ESS till LWD	At least 7 days prior to last working day (LWD)	Salary will be deducted for the absent days

11	Reliance One Family card to be surrendered to HRBP or to be converted to Personal card (Non Corporate)	Before last working day	-
12	ID card to be submitted to HRBP	On last working day	If not submitted, amount will be recovered in settlement
13	IT assets (Laptop / Desk top) to be surrendered to IT Team	On last working day	If not surrendered, amount will be recovered in settlement
14	VAP to be submitted (If applicable) to Security Team	On last working day	If not submitted, amount will be recovered in settlement
15	Drawer keys to be returned to Admin Team	On last working day	If not returned, amount will be recovered in settlement

Recoveries

As per Provisional settlement sheet, if any dues are recoverable then submit Demand Draft to HRBP for recoverable amount issued in favor of your payroll company name.

Note:

1. Provisional sheet will be displayed in your ESS one month prior to your Last working day.
Path to access the same is ESS -> Personal Information -> Separation Request -> Provisional sheet.
2. Relieving letter will be issued to you on your last working day post completion of all due clearances.
3. The service letter will be issued post completion of final settlement and settlement of dues if any.

4. ESS access post separation

You can access your ESS Post separation for salary slips and Form 16 only.

URL: <https://ess.ril.com>

Login: S + employee code (For Eg. S12345678)

Default password: Hr + DOB in 'YYYYDDMM' format (For Eg. Hr12345678)

- * Post separation, ESS login is active for one year from last working date.
- * Information regarding salary slip and form 16 is available for past 3 years only.